

OFFICE OF THE HEAD OF RECORDS AND ARCHIVES

G/F Administration Building Visca, Baybay City, Leyte, 6521-A PHILIPPINES Phone: (053) 565-0600/Local: 1065 Email: records@vsu.edu.ph Website: www.vsu.edu.ph

REQUEST FOR INFORMATION/RECORD

Date:
Name of Requestor: RTAL R- TABAID
Address: Par anadaluse Boulan, Git Trufe
Contact Nos.: 09368422241 E-mail address: Rizarrand, Wu, chu.
Proof of Identity presented: WO ID ID No.: U000184
Requested Information: COE
Reason & intended use of requested information/document No. of copies The Way Pupose.
Signature of Requestor/Representative
Action on the request:
Approved:
DANIEL LESLIE S. TAN Vice President for Administration & Finance
Evidence of payment: OR No. O(605(634) Date: Dec. 13,22) Amount:
Disapproved:
DANIEL LESLIE S. TAN Vice President for Administration & Finance
Remarks/reason for disapproval:

Vision: Mission: